

Display Working Times Report

QUICK REFERENCE GUIDE

Use this procedure to review CATS input for an employee or group of employees.

CATS_DA

Perform this procedure after time has been keyed into CATS and saved.

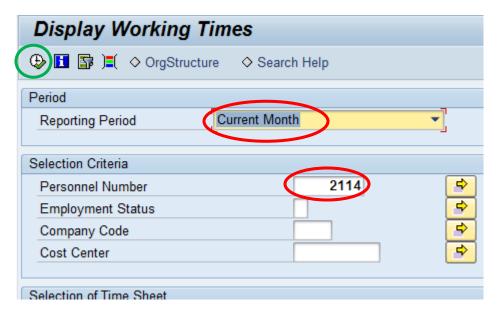
Prerequisites:

- Employee is active in KHRIS
- You must have access to the employee
- The employee must have data entered in CAT2



Enter the Transaction code (CATS_DA) in the command field

Click the green check



Select the period to run the report by selecting **Current Month** from the "Reporting Period" field. Other sections can be chosen in this example Current month was chosen.





Enter the **PERNR** in the "Personnel Number" field from the "Selection Criteria" section. You can enter more than one PERNR using the multiple selection button to the right of the field. You can run the report using other criteria if needed.

If you need to change the "Period" / " $Selection\ Criteria$ " data please review the QRG Change Selection Criteria

Click the **Execute** button.

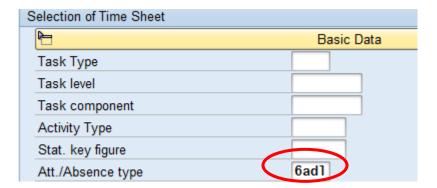
Results from the cretieria selected abouve

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Pers.No.	Date	Status	Σ Number	MU	A/A type
2114	12/14/2013	₽ .	10	Н	6ADL
	12/13/2013	Ø	7	Н	6ADL
	12/12/2013	Ø	9	Н	1REG
	12/11/2013	Ø	9.500	Н	1REG
		Ø	1	Н	6ADL
	12/10/2013	Ø	9.500	Н	1REG
		Ø	3	Н	6ADL
	12/09/2013	Ø	9.500	Н	1REG
		Ø	2	Н	6ADL
	12/07/2013	₽ .	4	Н	6ADL
	12/06/2013	₽ .	10	Н	6ADL
	12/05/2013	₽ .	9	Н	1REG
		₽ .	3	Н	6ADL
	12/04/2013	₽ .	9.500	Н	1REG
		₽ .	5	Н	6ADL
	12/03/2013	Ø	2.500	Н	ANLL
		₽ .	5	Н	6ADL
		₽ .	7	Н	1REG
	12/02/2013	Ø	9.500	Н	1REG
<u></u>			125	Н	
			125	Н	





EXTRA



This report can be tailored to accommodate many needs. Using the "Selection of Time Sheet" section the reults can be tailored to display only desired results. For example if the "Att./Absence type" field onlycontains 6ADL, then only the 6ADL hours will be displayed for the period and employees selected.

Reults from the Slection above will only show the hours of 6ADL entered.

